



NORTHWEST POWER NORTHWEST VALUES

Job Title & Series: High Voltage Electrical Apprenticeship: <ul style="list-style-type: none"> Electrician Apprentice - BB-2810, Step I Substation Operator Apprentice – BB-5407, Step I 	Job Announcement Number: 9680-12-ST
Grade & Hourly Wage Rate**: \$27.00 per hour **In addition to the wage rate, BPA currently pays a 3.16% differential per hour for each non-overtime hour worked. This differential is separate from other premiums that are paid under the negotiated collective bargaining agreement.	Opens: 01/04/12 Closes: 02/08/12 <i>(Applications must be received by 11:59 p.m. Pacific Time (PT) to be accepted.)</i>
Organization: Transmission Services/Transmission Field Services/Apprentices/(TFZ)	Location: Throughout Oregon, Washington, Idaho and Montana <i>(Duty locations will be determined at selection.)</i>
Type of Position: Excepted Service with a full-time work schedule.	
Anticipated number of positions to be filled: Multiple Positions	

ELIGIBILITY:

THIS ANNOUNCEMENT IS OPEN TO ELIGIBLE STUDENTS ONLY*.

NOTE: Current or former federal employees eligible for transfer or reinstatement, veterans eligible for appointment under the Veterans' Employment Opportunities Act or other veterans' programs, and others eligible under special hiring authorities may apply under Merit Promotion procedures: 9679-12. You must submit separate and complete application packages for each announcement for which you would like to be considered.

***To be eligible to apply and be offered employment under this announcement for a Student Career Experience Program (SCEP) appointment, you must meet all of the following conditions:**

- Be a U.S. citizen and be at least 16 years of age;
- Be enrolled in an accredited educational institution;
- Enrolled as a degree-seeking student; at least half-time in an accredited institution in a course of study leading to a degree or certificate that includes as part of the core-program requirements: (1) AC Theory, (2) DC Theory, (3) Pre-Algebra or higher math, and (4) English Comp 101 or equivalent .
- A student in good standing with a minimum 2.5 cumulative GPA; or higher, if required by your school and/or degree program;
- Meet all core curriculum academic program requirements for graduation prior to start of Apprenticeship Program **(June 17, 2012)**;
- Continue in at least a half-time course load as defined by your school and academic program;
- Eligible to participate in a work study agreement between the school and BPA;
- Prior to completion of your degree/certificate program you will be required to complete 640 hours of career-related work experience with the Bonneville Power Administration. ***(You are prohibited from completing your education program with your school prior to completion of the requirement).***

ABOUT BPA:

The Bonneville Power Administration has been powering people and careers for nearly 75 years. We are a non-profit federal agency that provides clean, emissions-free hydroelectricity to the Pacific Northwest and maintains a high voltage transmission system to deliver that electricity. We are a leader in sustainability and environmental stewardship, promoting energy efficiency, renewable wind and hydropower, the smart grid, fish and wildlife protection and initiatives to address climate change. We are a visionary and innovative agency that values diversity and creativity and encourages continuous learning. We are located throughout the Pacific Northwest with opportunities in cities, smaller communities and in the field. You can learn more about BPA at www.bpa.gov.

JOB SUMMARY & MAJOR DUTES:

BPA has one of the most highly acclaimed high-voltage electrical apprentice programs in the world. Our electrical apprenticeship is an approved post-secondary education program by the U.S. Department of Education and U.S. Department of Labor. The BPA Electrical Apprenticeship Program consists of 3 ½ to 4 years of intensive (1) classroom study, (2) homework, and (3) on-the-job training. End of step presentations, exams, and reviews are required every six months and if successful, the apprentice will be promoted to the next step of the apprenticeship program and finally to Journeyman.

Electrical apprentices are trained to perform a variety of tasks and duties associated with the operation, maintenance, and construction of high voltage electrical power system equipment and facilities. Apprentices receive on-the job training by working with journeyman of the trade in learning the various tasks, work procedures, and skills of the trade. In addition, apprentices receive classroom instruction in electrical theory, print and schematic drawings, and other topics associated with the particular trade. Apprentices receive progressively more difficult and complex tasks and work assignments as they gain skill and knowledge in the trade and are required to successfully demonstrate their skill level and knowledge at the end of each step of the program. Apprentices are required to work safely and follow safety procedures and guidelines. Be sure to check our website for detailed information about the [BPA Electrical Apprenticeship](#) and application process.

Power System Electrician Apprentices are trained to perform a variety of tasks that typically involve the construction, installation, maintenance, and repair of high voltage power system electrical equipment. Maintenance tasks typically include the routine inspection, modification, installation, and troubleshooting of electrical equipment and facilities. The type of equipment maintained may be electrical, hydraulic, mechanical, pneumatic, and/or electronic. Apprentices work from sketches, drawings, blueprints, wiring diagrams, instruction books, and equipment manuals.

Substation Operator Apprentices are trained to operate high voltage power system equipment to remove and return substation equipment to service. Work tasks may include, but are not limited to: the review of station logs; checking equipment automatic logging devices, event recorders, and other devices for proper operation. Apprentices also read and analyze substation drawings, plan and perform switching procedures, tag equipment, and coordinate with power system dispatchers. In addition, apprentices read meters, instruments, gauges, and other equipment and maintain records; inspect switchyards and out-building for proper security.

KEY REQUIREMENTS

- **SELECTIVE PLACEMENT FACTOR (Screen Out.)** This position has a selective factor, Good Driving Record, which serves as a screen-out element. Applicants who do not meet this selective factor will be deemed as not qualified and receive no further consideration.
- Applicants determined eligible for further consideration will be required to pass a written aptitude examination prepared and administered by the U.S. Office of Personnel Management to receive further consideration for the position. Applicants will be notified of their eligibility (or non-eligibility) to test, the times and location of the testing sites.
- **If selected, you will be required to:**
 - Pass a pre-appointment background check, drug screen and physical examination.
 - This position is a Drug and Alcohol Testing Position. In accordance with DOE Order 3792.3, this position is subject to random drug testing. and are subject to periodic unannounced random drug testing while employed. A determination of illegal drug use will result in non-selection and withdrawal of an employment offer, based upon your failure to meet a condition of employment. While employed, failure to pass a random or post-accident drug test may result in disciplinary action, up to and including removal from the Federal Service. If the position you are selected for requires the operation of equipment

requiring a commercial driver's license (CDL), you are subject to random alcohol testing under Department of Transportation regulations

- Enter into a "Continuation of Service" Agreement, prior to your entry on duty. The agreement will obligate you to remain with BPA for a period of one (1) year upon completion of apprenticeship training. If you fail to complete the required period of service with BPA, you would be liable (indebted), in most cases, to BPA for the cost of the training received. Specific information regarding the Continuation Service Agreement will be provided to selected applicants in future correspondence. Of course, we are hopeful that you would remain with BPA for your entire career, as nearly all of BPA's electrical employees have chosen to do so.

SPECIAL CONDITIONS OF EMPLOYMENT:

Apprentices are required to meet some or all of the following conditions:

- Participate in all training activities. Satisfactory completion of each step of training is mandatory for advancement.
- Positions that require unescorted access to a nuclear facility will be required to take annual radiation training.
- If exposed to health hazards, have periodic physical examinations.
- Follow BPA safety practices.
- Live within one-hour travel time of duty location.
- Obtain and maintain a Restricted Electrical Workers' permit.
- Possess and maintain a valid commercial driver's license (CDL).
- Obtain and maintain certification on equipment assigned to use or operate.
- Take First Aid training and possess and maintain a CPR card.
- Be available for emergency call-outs.
- Be able to wear protective apparel.
- Apply restricted use pesticides if required.
- Satisfactorily complete the Standard Clearance Certification Examination.
- Be able to relocate as business needs dictate.
- Upon successful completion of the apprentice program, management will determine the final duty station placement.

MINIMUM QUALIFICATIONS:

Applicants will be evaluated on the basis of experience, education and training completed, and potential based on the information provided within their application and/or resume, written aptitude examination test results, and detailed response provided on the following elements to determine those who are minimally qualified and those who are best qualified; the job elements are included in the Supplemental Questionnaire, located further on in this vacancy announcement, for the Electrical Apprenticeships. Failure to submit a complete application package will result in a determination of not qualified. You are encouraged to complete and submit the Supplemental Questionnaire as part of your application package, experience and training you claim must be reflected in your application/resume.

JOB ELEMENTS:

Element 1: Willingness and ability to perform the duties of Electrical Apprentice and Journeyman under various working conditions;

Element 2: Ability to follow instructions

Element 3: Dexterity and Safety

Element 4: Ability to use prints and drawings

Element 5: Ability to use and maintain tools.

In order to be rated as meeting the minimum qualifications, we must be able to determine from your application package that you have the specialized experience required as described above. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

SELECTIVE PLACEMENT FACTORS

Applicants must submit a copy of their complete Non-Employment driving record (obtained from the Department of Motor Vehicles where your license was issued, covering the past 3 years and dated within the last 90 days). Candidates with a poor driving record will be immediately disqualified from consideration (as per definition of Disqualifying Driving Records below*). Failure to submit your current driving record will result in not receiving consideration. If selected, you will be required to maintain a valid state driver's license.

***Disqualifying Driving Records:** Within the past three years, any of the following conditions disqualify an applicant for a U.S. Government Motor Vehicle Authorization:

- A. Conviction for operating a motor vehicle under the influence of alcohol or a controlled substance.
- B. Conviction for leaving the scene of an accident without making his or her identity known.
- C. Driver's license suspended, revoked or canceled.
- D. Any recurrent record of auto accidents/incidents, traffic violations, or arrests, which demonstrate that the applicant does not have an adequate sense of responsibility. This may be shown by any of the following:
 - Conviction for fleeing or attempting to elude a police officer.
 - Conviction for a felony involving the use of a motor vehicle.
 - Two or more accidents in which the applicant was at fault.
 - Two or more excessive speeding violations (15 miles per hour or more over the posted limit).
 - Four or more moving or traffic violations (including speeding).

Working Conditions: Vary depending on the specific apprentice craft and tasks assigned. Some or all of the following conditions may apply: Work may be performed outside in all weather conditions during the day or night. System priorities may require extended periods of overtime, including working weekends. Work may be performed around energized equipment, and at various heights that may be in excess of 100 feet, such as on steel framework, platforms, and ladders adjacent to energized high-voltage equipment. At times, work may be physically demanding, and the work environment will occasionally include high noise levels or exposure to hazardous substances such as mercury, acids, radiation, solvents, PCB's, etc. Apprentices will be required to be in a travel status for a substantial amount of time during their training program to gain experience and assignments away from the headquarters will be required (may be up to 6 months in duration) to complete some work processes.

Physical Requirements: Incumbents must be physically and mentally able to efficiently perform the duties of the position, with or without reasonable accommodation, without hazard to themselves or others. Depending on the craft and tasks assigned, work may require some or all of the following: Extensive bending, pushing, pulling, reaching, and climbing; occasional crawling; and working in cramped confined positions. Walking long distances over rugged terrain. The ability to grip and hold lines and ropes with 75 to 90 pounds of weight attached and the ability to work with small components. Working around machinery with moving parts. Strenuous tasks that include loading or unloading crates or other equipment weighing up to 75 pounds. The ability to work at heights that may be in excess of 535 feet. The ability to perform work under varying terrain and climatic conditions. Good distance vision in at least one eye and the ability to read printed material the size of typewritten characters. The ability to distinguish different electrical components based on color-coding. The ability to hear the conversational voice. The ability to clearly communicate. Extensive day and night driving. The ability to move and position loads weighing up to 120 pounds. The ability to wear protective apparel that includes respirators. Working with both arms overhead. Working alone under stressful situations requiring exacting procedures and the pressure of emergencies.

APPRENTICE APPLICATION & HIRING TIMELINE:

Please note: BPA's apprenticeship program is a very lengthy process; therefore we have provided the application and hiring timeline below for your convenience.

- **January** - BPA Announcement Opens
- **February** - BPA Announcement Closes
- February – Minimum Qualification Determination
- **March 3 and 4 - Apprentice Written Examinations** will be offered:
 - in Portland, Oregon and Spokane, Washington (2 testing rooms will be available in the morning and 2 testing rooms will be available in the afternoon).
- **March** – Craft Specific Application Rating
- **April 9 - 27** - Apprentice Interviews in Portland, Oregon
- **May - Selections and Tentative Job Offers** extended.
- **May** – Background Investigation, Physicals & Drug Screening
- May/June – Final job offers extended by June 4, 2012
- **June - Hire Date - June 18, 2012**

Security & Suitability: The sensitivity level of this position is designated as 'Low Risk – Nonsensitive', which requires that the selectee pass a National Agency Check with Inquiries (NACI) personnel investigation and receive a favorable suitability determination. Under existing OPM regulations, current Federal employees transferring from another department or agency who have successfully passed this level (or higher) personnel investigation will not be subject to re-investigation under OPM suitability regulations. Further, employees with unescorted access to facilities, systems, and equipment, which, if destroyed, degraded, or otherwise rendered unavailable, would affect the reliability or operability of the bulk electric system, or have access to critical cyber assets that are essential to the reliable operation of the bulk electric system will be required to undergo a Special Agency Check every seven years, thereafter (or sooner if for cause.)

APPLICATION PACKAGE CHECKLIST:

- ☐ Resume, or other application, that fully describes your education and experience. Application must contain sufficient information to determine eligibility for the position. **Applications must include the following information:**
- Job Announcement number, title, and grade
 - Full legal name, mailing address, contact telephone number and email address
 - Country of citizenship
 - High school attended which includes name of high school and location.
 - Employment history [Unpaid experience (internships, volunteer work, etc.) related to the position may also be included]. Include job title (include series and grade if position was Federal), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), salary, and hours worked per week. Explain any gaps in employment.
 - Indicate if we may contact your current supervisor.
 - A list of other job-related training, skills (i.e., languages, tools, machinery, typing speed, etc.), certificates and licenses, recognition, professional memberships, publications, leadership activities, etc.
- ☐ Copy of your current transcripts. (REQUIRED)
- ☐ Completed Student Eligibility Confirmation Sheet (attached/REQUIRED).
- ☐ Supplemental Questionnaire (*Failure to complete and submit the attached supplemental questionnaire may result in a determination of not qualified and your application will not receive further consideration*).
- ☐ Copy of your complete Non-Employment driving record dated within the last three months and covering the last 3 years obtained from the Dept. of Motor Vehicles. (*Failure to provide will result in a determination of not qualified and your application receive no further consideration*).
- ☐ VETERANS: To be considered for VEOA or VRA consideration, a copy of your DD-214 (Member 4) is required. 10-point veterans must also provide a copy of their SF-15 and associated documentation.
- ☐ If you are applying as a reinstatement or status candidate from another Federal agency, please include a copy of your most recent Standard Form (SF)-50, Notification of Personnel Action.
- ☐ All applicants are encouraged to complete and submit the attached Applicant Source and Ethnicity and Race form.

If your resume or application does not provide all the information requested in the vacancy announcement, you will lose consideration. Material received after the closing date will not be accepted.

HOW TO SUBMIT YOUR APPLICATION:

Applications may be emailed, faxed or mailed. Due to security requirements, we only accept hand-delivered application from individuals who currently have badge access to the building. Applicants are responsible for ensuring materials are transmitted successfully.

Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 11:59 pm PT. If all materials are not received by the closing date, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

- **Via Email:** Application materials may be emailed to jobs@bpa.gov with the Job Announcement Number in the subject line. If you send your application through multiple formats, please include your name and the Job Announcement Number on each page.
- **Via Facsimile:** Application materials may be faxed to 503-230-3149
- **Via US Mail:** Application materials may be mailed to Bonneville Power Administration, ATTN: Human Capital Management, NHQ-1, PO Box 3621, Portland, OR 97208-3621.

After You Apply:

You will be notified via email of receipt of your application package. This will also explain our process in more detail. Applicants should retain a copy of their application as BPA does not return applications or provide copies.

For more information, please refer to: http://jobs.bpa.gov/How_To_Apply/whathappens.cfm.

ADDITIONAL INFORMATION:

EQUAL EMPLOYMENT OPPORTUNITY	The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.
REASONABLE ACCOMMODATION	Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.
LEGAL AND REGULATORY GUIDANCE	<p>Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.</p> <p>Signature - Before you are hired, you will be required to certify the accuracy of the information in your application.</p> <p>False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.</p> <p>Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law. You may obtain your Selective Service Number at: https://www.sss.gov/RegVer/wfVerification.aspx</p>
FORMS AVAILABILITY	All application materials may be obtained by calling 503-230-3230, or 1-877-975-4272. You may also download a copy of this announcement, including all forms, from our website at http://www.jobs.bpa.gov .

**Bonneville Power Administration
Student Educational Employment Confirmation Sheet
High Voltage Electrical Apprenticeship**

To be eligible to apply and be offered employment under this announcement for a Student Career Experience Program (SCEP) and BPA High Voltage Electrical Apprenticeship, you must meet all of the following conditions:

- Be a U.S. citizen and be at least 16 years of age;
- Be enrolled in an accredited educational institution;
- Enrolled as a degree-seeking student; at least half-time in an accredited institution in a course of study leading to a degree or certificate that includes as part of the core-program requirements: (1) AC Theory, (2) DC Theory, (3) Pre-Algebra or higher math, and (4) English Comp 101 or equivalent .
- A student in good standing with a minimum 2.5 cumulative GPA; or higher, if required by your school and/or degree program;
- Meet all core curriculum academic program requirements for graduation prior to start of Apprenticeship Program **(June 17, 2012)**;
- Continue in at least a half-time course load as defined by your school and academic program;
- Eligible to participate in a work study agreement between the school and BPA;
- Prior to completion of your degree/certificate program you will be required to complete 640 hours of career-related work experience with the Bonneville Power Administration. **(You are prohibited from completing your education program with your school prior to completion of the requirement).**

In order to be considered qualified for employment under the Federal Student Educational Employment Program (SCEP); you must submit this agreement, a copy of your current complete transcripts, and a copy of the Core Curriculum provided by your school to complete your application package with all of the following:

Applicant Name: _____
Name of College _____
Address: _____

Program or Degree: _____

Start Date: _____

Completion Date: _____

Current GPA: _____

Must be 2.5 or Higher to be eligible

Verification Signature of Student and College Cooperative Education Program Administration is required to process your application.

Applicant Signature

Date

Phone

I certify the above information for this student is accurate and the educational institution and degree program are accredited post-secondary higher education by the U.S. Department of Education.

College Education Program Administration Signature

Date

Phone

United States Department of Energy
Bonneville Power Administration
Supplemental Questionnaire for all

Electrical Apprenticeships

Name

US Citizenship Status

Street Address/P.O. Box

City/State

Zip Code

Telephone (Day)

(Evening/Cellular)

Electronic-mail address

Please check the box(s) for all electrical apprenticeship positions for which you are applying:

☐ Apprentice Electrician

☐ Apprentice Substation Operator

Applicant Foreword: The completion of this supplemental questionnaire is information needed to evaluate your relative ability to perform the duties of an electrical apprentice. Please fully complete the entire questionnaire answering each question completely and accurately. Your responses must reflect your actual knowledge and skills. If completing the question electronically, it is recommended that you do NOT use all capital letters since this will significantly reduce the amount of space available for you to record your answers.

Privacy Act Information: The Bonneville Power Administration is authorized to evaluate applicants for Federal jobs under the provisions of Title 5, United States Code, chapter 11, sections 1104, 1302, 3301, and 3304. The information you provide will be used to determine your qualifications for these positions. If you do not complete the information listed, we may be unable to rate your application, and you will not be considered for these positions.

Working Conditions – The nature of electrician, lineman and substation operator work require that applicants are willing and able to perform the duties of electrical apprentice and journeyman occupations under various working conditions. Please indicate whether you will work under the conditions listed below. *If you are unwilling to work under these conditions, you will receive **NO** further consideration for these positions.*

Yes	No	Working Condition	Yes	No	Working Condition
<input type="checkbox"/>	<input type="checkbox"/>	Work with frequent overnight travel (11 or more nights per month)	<input type="checkbox"/>	<input type="checkbox"/>	Work from high places (15 feet and above)
<input type="checkbox"/>	<input type="checkbox"/>	Work when subject to emergency call-outs (i.e., call to perform emergency work outside normal working hours)	<input type="checkbox"/>	<input type="checkbox"/>	Work around hazardous materials (i.e., solvents, PCB's, chemicals, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Work extended periods of overtime, including working weekends.	<input type="checkbox"/>	<input type="checkbox"/>	Work around herbicides/pesticides
<input type="checkbox"/>	<input type="checkbox"/>	Work under varying climatic (rain, snow, ice, high winds, etc.) conditions	<input type="checkbox"/>	<input type="checkbox"/>	Work with a team or as a member of a crew
<input type="checkbox"/>	<input type="checkbox"/>	Work around energized high voltage (above 12.5kv) equipment.	<input type="checkbox"/>	<input type="checkbox"/>	Work in close and confined places
<input type="checkbox"/>	<input type="checkbox"/>	Work around moving machinery	<input type="checkbox"/>	<input type="checkbox"/>	Work with respirator or full face mask
<input type="checkbox"/>	<input type="checkbox"/>	Work from ladders and scaffolds	<input type="checkbox"/>	<input type="checkbox"/>	Work alone in isolated locations

Name

Instructions

This form will be used to collect information pertaining to your knowledge, skill, and ability for some of the job elements for the position(s) for which you are applying. The intent of the questionnaire is *not* to measure your ability to write; therefore, if a question can be answered with a simple "Yes" or "No," you should do so. If you answer, "Yes," you will be asked to write a short descriptive explanation. If you fail to provide an explanation for an answer you will not receive credit for the response. If you use pen and ink to complete the questionnaire, be sure that your responses are legible. Each question should be completed separately, so DO NOT use "ditto marks" or references to answers in other questions. If you need more space to complete an answer, indicate it on page 8, *and use the* space provided to complete your answer. You're advised that statements made on your resume, application, and this form are be subject to verification by contact with former employers.

"WHEN" can be answered by month and year, e.g., October 1968, or if covering several years for example, by "09/68 - 10/72."

"HOW MANY HOURS" OR "HOW OFTEN" can be answered, for example, by writing "full-time," or the total approximate number of hours, weeks or months spent performing the particular activity.

"WHO FOR," "WHAT COMPANY," OR "WHERE" can be answered by name of school attended, company, or employer, or "at home" or "self."

"PURPOSE," "METHOD," "HOW," etc., can be answered sometimes by very few words, such as "used broom to sweep out work area."

Name

Element 2 – Ability to Follow Instructions			
Questions	Yes	No	Briefly describe the task (i.e., what you were doing); how you received your instructions (verbal, visual, or written) OR type of equipment you were using (<i>Questions 1 through 9</i>)
1. Have you ever operated equipment, which required that you perform functions in a precise sequence?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you ever participated in a work or other activity where the use of specialized terminology was required?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you been responsible for cleaning and maintaining tools or shop equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you ever participated in any activity that required you to perform a sequence of tasks as directed by another individual or entity?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you performed inventory or been responsible for supply stock?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Have you had to perform detailed planning and investigation to complete a job or other activity?	<input type="checkbox"/>	<input type="checkbox"/>	

Name _____

Element 2 – Ability to Follow Instructions (Continued)

Questions	Yes	No	Briefly describe the task (i.e., what you were doing); how you received your instructions (verbal, visual, or written) OR type of equipment you were using (<i>Questions 1 through 9</i>)
7. Have you performed equipment inspection tasks that included reading gauges, meters, or dials?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Have you been responsible for compiling and maintaining records?	<input type="checkbox"/>	<input type="checkbox"/>	
9. Have you used instruction books or manuals to complete tasks?	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Briefly describe the curriculum and the approximate number of hours completed.
10. Have you satisfactorily completed, <u>or</u> currently completing, a technical school (e.g., military, lineman, etc.) or vocational high school curriculum? If so, describe the <u>program or curriculum</u> .	<input type="checkbox"/>	<input type="checkbox"/>	
11. Have you had training in other technical areas such as in the military, private contractor, etc? If so, describe the type of training received.	<input type="checkbox"/>	<input type="checkbox"/>	

Name _____

Element 3 – Dexterity and Safety			
Question	Yes	No	Description. Provide a brief description to expand upon your Yes or No response to each question.
1. Have you worked for an employer with an established formal safety program (i.e., published safety manuals, procedures, etc.)? If so, please briefly describe the program.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Have you ever received an award or other recognition for your ability to work safely?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Have you had any safety related training (CPR, first aid, work procedures, etc.). If so, please describe the type of training, approximate dates, and number of hours.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Have you, in the last 5 years, had an on-the-job accident or injury, which resulted in you missing work or school? If so, give dates of accident(s)/injuries, details of the circumstances that caused the accident/injury.	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have you had a job that required you to work from heights and/or have you worked from heights in a non-job related activity? If so, describe in detail the type of work or non-job related activity, <u>including the approximate heights</u> from which you have worked.	<input type="checkbox"/>	<input type="checkbox"/>	

Name _____

Element 4 – Ability to use prints and drawings			
Have you used the following drawings/ diagrams	Yes	No	Describe how you have <u>“used”</u> the drawings/diagrams and for what purpose. If you have completed courses/training, indicate the title of the course (no course codes), type of school/training (e.g., trade school, military, correspondence, etc.) course length (number of hours), course description, and if you successfully completed the course.
1. Electrical wiring diagrams	<input type="checkbox"/>	<input type="checkbox"/>	
2. Schematic diagrams	<input type="checkbox"/>	<input type="checkbox"/>	
3. Electronic drawings	<input type="checkbox"/>	<input type="checkbox"/>	
4. One-line diagrams	<input type="checkbox"/>	<input type="checkbox"/>	
5. Mechanical/Construction blueprints (including assembly schematics).	<input type="checkbox"/>	<input type="checkbox"/>	
6. Maps (road, topographic, physical, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	

Name

Element 5 – Ability to Use and Maintain Tools.

The electrical apprenticeship positions require the employee to use and maintain tools. You will be trained in the use of tools required to complete tasks for the position you are hired. Please respond to the following statements to indicate your interest and ability in using and maintaining tools. There are no specific tools you are required to include in your description, we are looking for how you used the tools, your success and any safety precautions you had to be aware of to complete a task.

Part A: Ability to use hand tools. Please give two or three examples of your experience using hand tools in settings such as a work shop, garage, farm or garden, hobbies, or crafts. In your examples, list some of the hand tools you used, how you used them (function), and any safety precautions you applied during use. (Limit your response to 50 words or less).

Part B: Ability to use power tools. Please give two or three examples of your experience using power tools in settings such as a work shop, garage, farm or garden, hobbies, or crafts. In your examples, list some of the power tools you used, how you used them (function), and any safety precautions you applied during use. (Limit your response to 50 words or less).

Name

<i>Continuation Sheet (if additional space is needed).</i>		
Element	Question	

U.S. Office of Personnel Management Guide to Personnel Data Standards	ETHNICITY AND RACE IDENTIFICATION (Please read the Privacy Act Statement and instructions before completing form.)
Name (Last, First, Middle Initial) <div></div>	
Agency Use Only	
Privacy Act Statement Ethnicity and race information is requested under the authority of 42 U.S.C. Section 2000e-16 and in compliance with the Office of Management and Budget's 1997 Revisions to the Standards for the Classification of Federal Data on Race and Ethnicity. Providing this information is voluntary and has no impact on your employment status, but in the instance of missing information, your employing agency will attempt to identify your race and ethnicity by visual observation. This information is used as necessary to plan for equal employment opportunity throughout the Federal government. It is also used by the U. S. Office of Personnel Management or employing agency maintaining the records to locate individuals for personnel research or survey response and in the production of summary descriptive statistics and analytical studies in support of the function for which the records are collected and maintained, or for related workforce studies.	
Specific Instructions: The two questions below are designed to identify your ethnicity and race. Regardless of your answer to question 1, go to question 2.	
Question 1. Are You Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box. Check as many as apply.	
RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

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